

***Full Cost Decision Memorandum: Promotions, Awards, QSI's (WF-02)***

***Issue:***

How are promotions, awards, Quality Step Increases (QSI's) allocated and managed?

***Source / reference:***

Langley Full Cost Implementation Team (2003-2004)  
Office of Human Resources (OHR)

***Background:***

The Office of the Chief Financial Officer (OCFO/Resources Management) currently provides the budgets for promotions, awards, Need update from John w fiscal year as part of the budget formulation process. w fiscal year as budget elements to the Center Director and the Senior Center Management based on the percentage of salaries in each corresponding organization. Following the allocation from OHR, the AD's provide budgets to their organization for promotions, QSI's, and awards. After distribution from Center management, organizations may spend funds up to their allotted allocations. Dollars for promotions and quality step increases may be used interchangeably; award dollars are separate and cannot be combined with promotions or quality step increases. OCFO and OHR monitor budget expenditures related to these cost elements. Award dollars are funded by Center G&A while promotions and QSI's are applied to the activities being worked by each employee.

***Options:***

Follow established Center process (see recommendation below for description)

***Decision:***

The Director and Associate Directors (AD's) receive a budget for awards, promotions, and quality step increases based on the percentage of salaries in their corresponding organizations. The AD's then allocate budgets to their organizations. After distribution from Center management, organizations may spend funds up to their allotted allocations. The allocations are typically completed by the start of the fiscal year and will be managed by each Organizational Unit Manager (OUM) with oversight by OHR and OCFO.

***Approved by LaRC CFO (Ken Winter) 3/29/04***

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